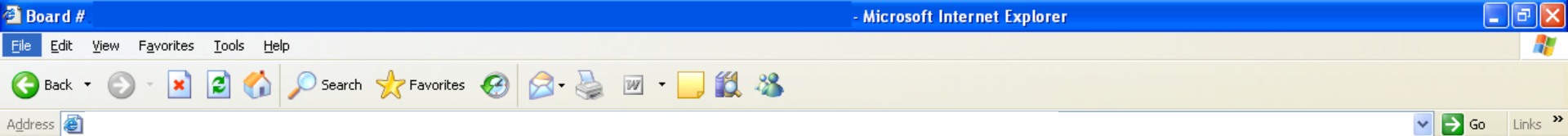




Viewing Case Document in DMS - A Tutorial for On-line Users

This presentation will show you how to
view case documents in the Department of
Industrial Accidents'

Document Management System



Upon opening the main case page for the matter you which to review...

Board #:	001178-06	Date of Injury:	07/10/2002
Employee:			
Company:		Insur	
Liability Est.:	U	Rehab Suitab	
1 st Incapacity:	07/10/2002	5 th Incapaci	
1 st Disability:	07/10/2002	5 th Disabili	
Accident Description:			
Dependents:	1	Claim Rep:	GARY 29314
Comments:			
Created By:	DIANEH	Created Date:	01/26/2006

View Case Documents

Prepare Cover Sheet



Click this link to open the DMS and see the list of document

This case is not grouped

Injury List

Board #	Body Part Code	Injury Code	Injury Source
117			9999 - NONCLASSIFIABLE

Attorney List

For Whom	Attorney	Law Firm	Primary	Available
----------	----------	----------	---------	-----------

This will take you to the DMS and a list of the documents for this case. Keep in mind that you only have access to cases where you are the attorney-of-record or the insurer-of-record.

Document Search Results List - Microsoft Internet Explorer

Previous Results Next Results Options

Document Type (50+)	Employee Last	Employee First	Document Date	Date Received	Med. Provider Name	DIA Board Number
DR-Correspondence			05/16/2007	07/11/2007		117806
DIA 110 Employee Claim			06/01/2007	01/25/2006		117806
DIA 104 Ins. Notice of Denial			06/01/2007	01/30/2006		117806
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DR-Medical Reports			06/01/2007	04/27/2006	MDT OF NEW HAMPSHIRE	117806

This is the DMS – document hit list for the case in question

The Board # will always be the number of the case you search for through your on-line account.

Document Search Results List - Microsoft Internet Explorer

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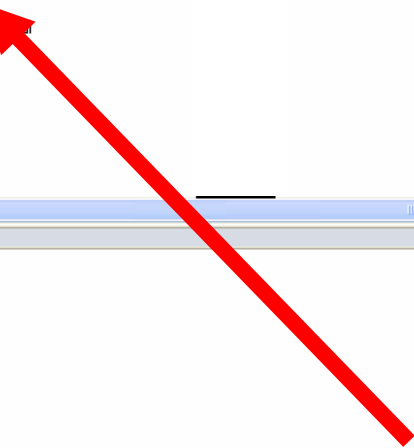
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To view a document from the list, double-click on it.

The order of these items may be rearranged prior to the DMS going live.

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The document will appear
in this window.



You can pan up and down using the this toggle bar

FORM 110

The Commonwealth of Massachusetts
Department of Industrial Accidents – Department 110
 600 Washington Street – 7th Floor, Boston, Massachusetts 02111
 Info. Line 800-323-3249 ext. 470 in Mass. Outside Mass. – 617-727-4900 ext. 470
<http://www.mass.gov/dia>

EMPLOYEE'S CLAIM

FOR USE BY EMPLOYEES OR DEPENDENTS CLAIMING BENEFITS AS A RESULT OF INJURY OR DEATH.
ALL OTHER CLAIMANTS SHOULD USE FORM 115
IMPORTANT - INSTRUCTIONS AND CODES ON THE REVERSE SIDE - Please Print Legibly or Type - Unreadable forms will be returned.

DIA Board # (If Known):
 117

1. Employee's Name (Last, First, MI):
 E M S Home Address Dia. Street City State Zip Code

2. Social Security Number*:
 1

3. Home Telephone No.:
 1

4. Number of Dependents:
 1

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Previous Results		Next Results		Options		
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FORM 110

The Commonwealth of Massachusetts
 Department of Industrial Accidents – Department 110
 600 Washington Street – 7th Floor, Boston
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1. Employee's Name (Last, First, MI):	2. Social Security Number:	3. Home Telephone No.:	4. Number of Dependents:
E			1

Page 1 of 9.

start

This window indicates that there is more than one page.

Double-click on the "thumbnail" to see the next page.

The number of pages also appears here in the lower left corner.

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12/15/2005 02:19 508- PAGE 01/01

THOPAEDIC SURGERY & SPORTS MEDICINE PC
P.O. BOX
MILFORD, MA 01757

, Jr, M.D. John , M.D. Susan M.D.

Phone 508- Fax 508-

December 15, 2005

Page 2 of 9.

Document Type (50+)	Employee Last	Employee First	Document Date	Date Received	Med. Provider Name	DIA Board Number
DR-Correspondence	TELLIER	MARC	05/16/2007	07/11/2007		117806
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12/15/2005 02:19

You can return to the original page view by clicking this icon.

Page 1

Page 2

Page 2 of 9.

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ORTHOPAEDIC

PAGE 01/01

ORTHOPAEDIC SURGERY & SPORTS MEDICINE PC
P.O. BOX 189
MILFORD, MA 01757

Richard D. M.D. John M. , M.D. Susan , M.D.

Phone 508- Fax 508-

December 15 2005

Page 2 of 9.

Page 1

Page 2

Access to the case documents are limited to the parties directly related to the matter. Viewing of the documents can only be done through an Attorney Calendar Account with DIA.

In addition, you must be the active attorney of record in order have access to the Attorney Calendar Account and the case documents for any particular matter.

After the “go-live” date, the official case files will be maintained in the Document Management System only.

If you have questions please contact the DIA help line at 617-727-4900 ext. 560